



Lewis County Employment Opportunity

Division: Clerk's Office | Position: Deputy Clerk

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 16: \$3,048 – \$4,099/mo.

Posting Opens: 06/22/16

Posting Closes: 06/29/16 at 4:00 p.m.

DEPARTMENT / OFFICE

Lewis County Clerk
345 W Main
Chehalis, WA 98532

POSITION SUMMARY

This position is responsible for the preservation of Superior Court Records maintained by the County Clerk and for consistently applying record management procedures and schedules by docketing, scanning, and filing of the records that are processed for safe keeping in the Clerk's Office.

HOW TO APPLY

Application materials and job description is included in email recruitment. You may turn in a completed application to:

Lewis County Clerk's Office
345 W Main, MS: CLK01
Chehalis, WA 98532

Application packets may be requested by calling (360)740-1408. *Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.*

All application materials must be received in the Clerk's office by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to lisa.conzatti@lewiscountywa.gov providing a signed hard copy follows within 5 business days. ***If following the online application process, no hard copies need to be mailed.***

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note:** **ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

The Lewis County Clerk's Office accepts no responsibility for the timely delivery or completeness of applications. Application materials received by Lewis County become the property of the County.

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalent.
 - Five (5) year's clerical/customer service experience.
 - A valid Driver's License is required.
 - Proof of eligibility to work in the United States.
 - Ability to speak, read, and write the English language effectively.
 - Applicant must successfully pass a background investigation.
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NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.